

**EMBASSY OF THE UNITED STATES OF AMERICA**

Bangui, Central African Republic

**VACANCY ANNOUNCEMENT**

**NUMBER:** APER 004/11

**DATE:** JUNE 29, 2011

**OPEN TO:**

**ALL INTERESTED CANDIDATES**

**POSITION:**

Receiving Clerk

**OPENING DATE:**

July 1, 2011

**CLOSING DATE:**

July 14, 2011

**WORK HOURS:**

Full-time; 40 hours/week

**POSITION GRADE:**

\*Ordinarily Resident: CFA3,846,309 p.a (starting Base salary)

Position Grade: FSN-05

**NOTE:** All ordinarily resident applicants must have the required work and/or residency permits to be eligible for consideration.

The U.S. Embassy in Bangui is seeking an individual for position of Receiving Clerk in the General Services Office (GSO) Warehouse.

**BASIC FUNCTION OF POSITION:**

Under the direct supervision of the Warehouse Supervisor, receives goods purchased locally and through offshore procurement and places bar code label on each item. Ensures all items coming into warehouse have been properly received prior to being placed on shelf or issued. Responsible for and accountable for the safe storage of items waiting to be received. Communicates to Procurement the status of items received and whether shipments were received partially or in full. Prepares report based on verified quantities, descriptions and conditions.

A copy of the complete position description listing all duties and responsibilities is available for review in the Human Resources Office and at the Embassy's entrance.

**QUALIFICATIONS REQUIRED:**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

**1. REQUIRED EDUCATION:**

Completion of primary school is required

**2. REQUIRED WORK EXPERIENCE:**

Two years of clerical experience in an international organization or large local company of which one year was clerical or property management

**3. REQUIRED LANGUAGES:**

Level III English ability (good working knowledge) is required.

Level II French and level II Sango are required.

**4. REQUIRED JOB KNOWLEDGE:**

Basic arithmetic, basic office procedures, familiarity with barcode software

**5. REQUIRED TECHNICAL KNOWLEDGE:**

Basic keyboard skills. Physically able to do job that requires a lot of standing, bending and lifting. Accuracy in arithmetic required. Must have valid CAR drivers' license.

**SELECTION PROCESS:**

When qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

**ADDITIONAL SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen AEFMs who hold a FMA appointment are ineligible to apply for advertized positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personnel Services Agreements (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
5. The candidate must be able to obtain and maintain a security clearance.

**TO APPLY:**

Interested applications for this position must submit the following or the application will not be considered:

1. Application for employment as a locally employed staff or family member (DS-174) and
2. A current resume or curriculum vitae that provide the same information as a DS-174.
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATIONS TO:**

**Management Officer**  
American Embassy Bangui  
P.O. Box 924  
Bangui, CAR  
**Attention:** Warren Nixon

**DEFINITIONS:**

1. AEFM: A type of EFM who is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all the following criteria:



- a) US citizen;
  - b) Spouse or dependent that is at least age 18;
  - c) Listed on the travel orders of a Foreign or Civil Service or informed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority;
  - d) Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternative safe haven abroad; and
- 2. Does not receive a USG annuity or pension based on a career in the U.S. Civil or Foreign Service.
  - 3. Eligible Family Member (EFM): Family members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
  - 4. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
  - 5. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency based in the host country and has the required work and/ residency permits for employment in the country.
  - 6. Not-Ordinarily Resident (NOR): Typically NORs are U.S. Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.
  - 7. The U.S. Mission in CAR provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.



Warren Nixon  
Management Officer